Updating Handicap and Race and National Origin (RNO) Data

**** This process is to be performed by the
HR & Payroll Solutions Branch (HRPSB) only ****

Updating Handicap and Race and National Origin (RNO) Data

1. **Go to: *Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing***

2. **Use the Search field to retrieve the employee record**

3. **Click ➕ to insert a row**

4. **Enter the following fields:**

    - Effective Date = Beginning of Current Pay Period
    - Action Code = DTA
    - Reason Code = DTA
    - NOA Code = 900
    - NOA Extension = 0

5. **Enter a 'ZZZ' PAR Remark with your initials and a notation of what information is being changed, e.g., "DMA, Update to RNO Code" -- <u>DO NOT INDICATE WHAT THE CODE IS BEING CHANGED TO AND FROM</u>**

6. **Navigate to the Personal Data page**

7. **Scroll to the applicable field (Handicap or RNO) and select the appropriate value**

8. **🖫 Save**

End